



SUBDIVISIONS
Accelerated Assessor Parcel Numbers
Submittal Requirements and Guidelines
November 2004

REQUIREMENTS

- Requests for Accelerated Parcel Numbers may be submitted by the Developer, or their duly appointed representative, using the REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISION PLATS form. *The cities do not request this service for the development community.* The request and required materials must be received within ten (10) business days from date of recordation to be considered for this process.

Any Developer who frequently amends or changes recorded plats within three months from recordation may be excluded from this service.

- Request **MUST** contain:
 - Completed one copy REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISIONS form.
 - One (1) Copy of the recorded plat (18" X 24", preferably folded) indicating the Maricopa County Recorder's official stamp with:
 - MCR Number (MCR - Book and Page No. (i.e. 625-34))
 - Date recorded
 - Per Fee Number (i.e. 2004-0111222)
 - Digital Plat – **MUST CONTAIN** and **CONFORM TO** the following:
 - A composite drawing of the recorded plat. **NO PRELIMINARY DRAWINGS or As-Builts**
 - Labeled or titled with the recorded plat name and MCR number
 - Must be in one of the following CAD formats (.DGN, or .DWG, or .DXF)
 - Drawing must be in model space environment ONLY... **NO PAPER SPACE POSITIONING**
 - Externally referenced files must be submitted with master file in model space environment
 - Complete composite drawing on one (1) sheet... **no unmatched sheet files**
 - Drawn in accordance to Maricopa County Assessor's Office CAD Leveling and Content Standards for Accelerated Parcel Numbers (see attached).
 - Subdivision Boundaries
 - Subdivision Boundaries Bearings and Distance Annotation

- Parcel and Tract lines with Annotation
 - Parcel Bearing and Distance Annotation
 - Lot and Tract Number Annotation
 - Street Center lines
 - Right-of-Way
 - Street Dimensions and Bearing and Distance Annotation
 - Street Name Annotation
 - Reference tie to known Section point
 - All Text MUST be read right – no upside down text
- The CAD file may be e-mailed to MAPPING@MAIL.MARICOPA.GOV, however, it MUST be received prior to the receipt of the other required materials.
 - For **Development Master Plan** projects, all **Maps of Dedication (MOD)** MUST be recorded and submitted fourteen (14) business days prior to submittal of any subdivision plat for that project. For projects that contain multiple subdivision plats, the first three (3) plats will be processed within five (5) business days. The next three (3) plats will be processed within ten (10) business days. The next three (3) plats will be processed within fifteen (15) business days, and so on.
 - Copy of the recorded Covenants, Conditions and Restrictions (CCR's) (for Condos only).
 - Any deed recorded within the previous twelve (12) months, including road dedications or abandonments, and title transfers, associated with the parcel from which the plat is subdividing land shall be submitted. *It is the responsibility of the applicant to ensure that the Assessor's Office has the proper documents to match ownership between the parcel and plat.*
 - The above referenced materials may be delivered to:

Maricopa County Assessor's Office
 301 W. Jefferson Street
Customer Service Counter – Main Lobby
 Phoenix, AZ 85003
 ATTN: Accelerated APN Request

- Should any discrepancies arise during the processing of the plat due to missing or incorrect information, or ownership – legal description problems, it will be removed from the Accelerated Parcel Numbering process and processed as a regular subdivision. This includes the digital plat. *Please note: Assessor Parcel Numbers (APNs) can not be assigned to any parcels until all ownership or dedication problems are resolved. A member of the Assessor's staff will contact the requestor and inform them of the problem.*

THERE WILL BE NO EXCEPTIONS REGARDING PROBLEMATIC PLATS.

- The Assessor's Office will assign and provide Assessor Parcel Numbers (APNs) within five (5) business days, beginning the day after receipt of the required information and data. After assignment, the APNs will be E-Mailed to the address on the request form. *The requestor should make a copy of the mail containing the APNs and submit to the permitting entity as proof of the new parcel numbers.* The APNs will also be available on the Assessor's internet site in approximately 30 - 60 days at: <http://www.maricopa.gov/Assessor/NewParcel/Default.aspx>.

- The cities (only) may continue to access the APNs from the Assessor's FTP site, however, those will not be available for approximately 30 - 60 days.
- Should any changes or revisions to the parcel numbering be made by the Assessor's Office during the mapping or Quality Assurance processes, the Assessor's Office will contact the developer directly.

Maricopa County Assessor's Office
Accelerated Parcel Numbers Submittal
Required CAD Level Standards and Content Check Off Sheet

Level No.	Level Name	Level Description	Line Weight	Line Code	Line Color
Subdivision Boundaries					
2	C-BND-SUB-DIM	Sub Boundary Bearing and Distance Annotation	1	0	73
4	C-BND-SUB-MON	Subdivision Boundary Monuments (SUB CORNER MARKERS)			
Section Lines					
6	C-SEC-LINE	Section Lines	2	7	199
7	C-SEC-COR-MON-CEL	Section Line Monuments			
8	C-SEC-COR-TXT	Section Line and Corner Info	1	0	5
Parcels					
10	C-PL-BND	Property Lines (Parcel Boundaries) / Condo Bldg & Unit Lines	2	0	3
11	C-PL-BND-SUB	Subdivision Boundary Line	5	6	162
12	C-PL-COND	Condo Enhancement Text	0	0	20
14	C-PL-DIM	Property Line Bearings, Distances & Curve Dimensions	1	0	2
15	C-PL-LOT-NUM	Lot Numbers & Tracts / Condo Unit Numbers	2	0	0
17	C-PL-AC	Lot & Tract Acreage – (SF/AC)	1	0	4
19	C-PL-PROP-SPLIT	Property Split Lines	2	3	3
Street and Freeway Right of Way					
22	C-RW	Street & Freeway Right of Way Lines	2	0	11
23	C-RW-CL	Street & Freeway Centerlines	2	7	5
24	C-RW-CL-DIM	Centerline Bearings, Curves & Dimensions, Right of Way Width	1	0	62
25	C-RW-CL-MON	Centerline Monuments			
26	C-RW-NMS	Street and Freeway Names	2	0	2
Canal & Railroad R/W - If and when applicable					
28A	C-RW-CAN-RR	Canal Right-of-Way	2	0	4
28B	C-RW-CAN-RR	Railroad Right-of-Way	2	0	7
29	C-RW-CAN-RR-DIM	Distance & Curve Dimensions, Right of Way. Width	1	0	62
30A	C-RW-CAN-RR-CL	Canal Centerlines	2	7	4
30B	C-RW-CAN-RR-CL	Railroad Centerlines	2	7	7
Easement – opt.					
36	C-EASE	Easement Lines	1	5	142
37	C-EASE-DIM	Easement Dimensions, Annotation & Widths	1	0	142
38	C-EASE-INGRESS	Ingress/Egress Lines/Non Dedicated Right of Way	1	5	142
39	C-PL-GLO-LOT	GLO Lot Lines & Text	2	2	6

Check Off Sheet

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Is each group of elements located on the corresponding layer (level)?

All items listed in the above table must be on individual and separate layers. No line work and text on the same layer.

EXAMPLES: LEVEL 10 - CONTAINS LINE WORK FOR LOT/PARCEL BOUNDARIES

LEVEL 14 – CONTAINS LOT/PARCEL LINE DISTANCE & BEARING ANNOTATION

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Is the file oriented correctly (North defined by y-axis or 90 degree angle)?

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Are the bearings and dimension annotation, lot and/or unit numbers, etc., oriented properly? (meaning no text upside down and all text is read-right)

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Is the file missing any pertinent information due to missing or corrupt x-ref's?

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Is the electronic file identical to the recorded final plat? (No Preliminary or “As-Builts”)

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Is a MOD involved and has it been submitted prior to the Subdivisions? (for Master Plans)

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Is the subdivision tied to a known section corner or control point?

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Is the file named or does the e-mail (or disk) specify a Subdivision Name and MCR number?

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Are subdivision corners intersecting and closing properly (to obtain accurate measurements)?

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Are all lots and tracts intersecting and closing properly (to obtain accurate measurements)?